

**KANSAS DEPARTMENT OF TRANSPORTATION
DIVISION OF FIELD OPERATIONS**

Policy Guidelines for State Vehicle Commuting

In accordance with S.O.M. 1.10.3, "Operation of State-Owned and Leased Vehicles and Equipment," KDOT Maintenance Supervisors, Maintenance Superintendents, or other personnel that hold another similar position requiring a vehicle for emergency response purposes, may be authorized by KDOT Senior Managers to use a state vehicle to commute between the employee's residence and the employee's official workstation.

K.A.R. 1-17-2a also provides that when a state vehicle is authorized to be used for travel to an employee's residence, the "reasonable distance" one-way between the employee's official workstation and residence shall not exceed 10 miles, unless the 10-mile limitation is specifically exempted by the Secretary of Administration, or the Secretary's designee.

The policy guideline for the Division of Field Operations in terms of requests for exemptions to the 10-mile limitation shall be as follows:

- The reasonable travel time between the employee's residence and official workstation should be less than 45 minutes.
- The distance between the employee's residence and official workstation should not exceed 40 miles.

Exceptions to these travel time and distance criteria may be considered by the Director of Field Operations on a case-by-case basis.

The value of the benefit when an employee commutes from or to the employee's residence in a state-owned or leased vehicle is taxable and the employee is responsible for paying income tax on that benefit. The appropriate fringe benefit income amount shall be claimed on the employee's timesheet corresponding with the personal use of the vehicle.

Employees that use the Crew Card Time Entry system must complete the personal use form in Crew Card. The taxable fringe benefit income is entered automatically on the employee's timesheet. Non-Crew Card users must complete the DOT Form 405, "Statement of Personal Usage for State Provided Vehicles" and file with their Bureau or District. The amount of taxable fringe benefit income must also be entered in the TimeRS time entry system.

Each Senior Manager or designee shall maintain the following documentation for their Bureau/District:

Employee Name
SHaRP Position Number
Position Class Title
Vehicle License Number
One-Way Commute Distance (Miles)
Reason for exceeding 10-mile limitation, if applicable


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Director of Field Operations

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Date